

UNITED STATES BANKRUPTCY COURT WESTERN DISTRICT OF TEXAS



Vacancy Announcement 18/04FA-SA

**Financial Administrator
San Antonio, Texas**

Closing Date: November 23, 2018

Classification level range (CL27): * \$48,951 - \$79,617

*The salary for this position will be based upon experience and education in accordance with the Court Personnel System of the U.S. Courts.

The U. S. Bankruptcy Court for the Western District of Texas is seeking qualified candidates for a full-time Financial Administrator in our San Antonio Office. The clerk's office has 40 employees in four divisions that include Austin, El Paso, San Antonio and Waco. The clerk's office serves four Judicial Officers and their staff.

Ideal candidates will possess:

- A dedication to public service and a desire to help others through the delivery of excellent customer service.
- Proven ability to collaborate with others effectively to accomplish tasks and solve problems.
- A record of reliability, productivity and producing quality work.

Primary Responsibilities Include:

- Assist with the formulation, evaluation, and implementation of policies, procedures, and protocols related to financial operations throughout the court.
- Perform reviews to ensure that the court unit is in compliance with the Guide to Judiciary Policies and Procedures, internal controls, and generally accepted accounting principles. Prepare documents to identify findings and develop written recommendations for changes.
- Maintain, reconcile, and analyze accounting records, consisting of a cash receipts journal, registry fund, and deposit fund, as well as subsidiary ledgers and other fiscal

records. Review and perform accounts payable and accounts receivable duties and have responsibility for the accuracy and accountability of monies received and disbursed by the court. Prepare, update, examine, and analyze a variety of regular and non-standard reports as requested by the court, Administrative Office, Bankruptcy Noticing Center, U.S. Treasury, financial institutions, or other organizations. Design, develop, and maintain spreadsheet formats and programs for analyzing financial information for the court.

- Ensure that appropriate internal controls for disbursement, transfer, recording, and reporting of monies are followed. Review vouchers for payments related to expenses incurred by the court for appropriateness of payment.
- Accept responsibility for files and documents related to the monetary aspects of case management.
- Collaborate with information technology staff to develop or customize programs or systems to assist with finance and accounting transactions and record-keeping.
- Oversee financial operations to ensure compliance with internal controls, policies, and procedures.
- Assist with monitoring of daily fund balances, reprogramming, and transferring funds as necessary and appropriate. Use a wide variety of manual and automated accounting systems and cash management tools.
- Assist and train other court employees in the use of these systems and tools.

Minimum Requirements:

Candidate must be a high school graduate or equivalent. Experience required includes a minimum of two years of current demonstrated experience in an administrative role that demonstrates the ability to read and understand complex procedures and guidelines. Excellent customer service skills. The candidate should possess the proven ability to excel in a collaborative work setting. A professional demeanor and appearance appropriate for a professional office environment.

The ideal candidate must possess excellent computer proficiency. Accurate data entry skills and proof reading skills are essential. Ability to learn new software programs, work with electronic files and various applications. An aptitude for quality assurance is necessary. Ability to write grammatically correct sentences and compose business correspondence. The candidate must have the ability to exercise mature judgment and the ability to communicate clearly to interact effectively, providing good customer service and to resolve difficulties efficiently.

Preferred qualifications:

- Experience in a financial position within the Judiciary.
- Knowledge of judiciary policies, practices, regulations, and terminology related to court administration of financial transactions (such as travel expense reimbursement, court registry and unclaimed funds disbursements). Thorough knowledge of basic accounting principles, internal controls, and separation of duties.

- Knowledge of the accounts, procedures, and applicable financial automated systems of the judiciary.
- Knowledge of judiciary regulations and the Guide to Judiciary Policies and Procedures.
- Knowledge of court operations and functions.
- Court experience with CM/ECF and E-Orders.
- The preferred candidate will be able to demonstrate a successful employment history in administrative roles in a legal environment.

Additional Information:

Federal Judiciary employees are at will and are not subject to the employment regulations of competitive service. Employees are required to adhere to the Code of Conduct for Judicial Employees. Employees undergo an initial background check. Appointments are provisional and contingent upon the satisfactory completion of a background check. A negative finding may result in termination of employment. Updates are required every five years. Applicants must be a U.S. Citizen or lawful permanent resident actively seeking citizenship. Travel for the interview and relocation expenses will not be reimbursed. All information provided by applicants is subject to verification. Applicants are advised that false statements or omissions of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

Employee Benefits:

For information about benefits, please visit: [Judiciary Benefits](#)

How to Apply:

All applicants are required to submit the following in one pdf document in the following order:

1. Cover letter addressed to Patty Nelson, Employee Relations Officer.
2. AO78 Federal Judicial Branch Application for Employment (obtained at [Application](#))
3. Any additional attachments applicant would like to submit (i.e., resume, professional certifications, recent performance review). Incomplete applications will not be considered.
4. Title the subject line and the pdf document as follows: Last Name, First Name, 18-04FASA
5. E-mail to: HR-WDTX@txwb.uscourts.gov

The United States Bankruptcy Court is an Equal Opportunity Employer